

## CITY OF LINCOLN

### GRANTS COORDINATOR PART-TIME

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, this position has primary responsibility for the development of grant funding for City programs; performs a wide variety of research, coordination and development activities for funding proposals as well as compliance issues and auditing; works closely with management staff and members of outside organizations by providing analysis, evaluation, and technical assistance to staff and consultants regarding potential grant opportunities; negotiates with grantor agencies and resolves issues of grant eligibility; coordinates City-wide objectives for obtaining grant funds; serves as lead writer of proposals for external funding; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Grants Coordinator P/T**

The **Grants Coordinator P/T** is a single position class in which the incumbent is expected to independently perform the full scope of duties associated with needs identification, grant application and grant administration. This classification is distinguished from the Accounting Classification series by the performance of responsibilities focused on securing, administering, and monitoring of grant funding activities while the former performs duties that specifically support the Accounting function of the City.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Economic Development Specialist.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, directs and coordinates the activities of one or more program areas, including grant and proposal writing; writes associated staff reports and resolutions, prepares and processes public hearing notices for grant applications and project activities including citizen notification and participation, administration of grant funds; provides technical assistance to non-staff groups such as, Lincoln Community Foundation, individuals and organizations concerning participation in City grant applications and compliance issues; coordinates accounting and grant related reporting within the Finance Department.
- Serves as the City's representative and PCTPA, State Department of Parks and Recreation, SACOG, as: CalTrans, State Housing and Community Development Foundations, and maximize the City's receipt of funding and maintenance of local control of grant programs; maintains continuing and effective rapport with staff in various local, regional, state and federal offices to ensure timely knowledge of grant related information; negotiates resolution of eligibility and compliance issues.
- Conducts research into potential public and private grant and funding sources; writes grant proposals, applications and letters of intent; performs cost/benefit analysis, and through effective contact with operating departments, connects departments to potential grant opportunities; develops and implements solicitation programs; ensures compliance with grant objectives.

- Prepares budget and financing plan documents for grant applications and operations, and grant status reports including tracking and audit reconciliation, with relevant department input; administers funds and develops tracking, reporting and evaluation systems; maintains master files on grants and monitors all paperwork connected with grant-funded programs.
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- Maintains a current and thorough working knowledge of county, state and federal legislation and regulations relating to grants; reviews new and proposed legislation, and lobbies as appropriate, for changes which are beneficial for projects and policies affecting departments City-wide. Coordinates assigned work with related activities in other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities for available funding.
- Assists the Economic Development, Council, City Manager's, and other City departments with disseminating grant related information.
- Performs special projects and research as assigned; oversees a variety of special projects. Assembles a variety of complex and sensitive information and statistical data for the presentation of reports; assembles and prepares charts, maps, slides, photographs and other visual aides for attachment to grant applications and proposals.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs related duties as required.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. May be required to use personal vehicle in the course of employment. May be required to work evenings and/or weekends.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Grants Coordinator P/T. A typical way of obtaining the required qualifications includes: a Bachelor's degree in public or business administration or a related field, and a minimum of three years responsible administrative experience in a municipal government setting, including experience in preparing and administering grants, and/or experience working for or with grant agencies at the county, state or federal level.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

This position requires working independently from home.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, problems and methods of grant proposal writing and administration; local, state, federal, corporate and non-profit grant and funding sources; research method; statistical analysis; effective communication techniques for both oral and written presentations; strategies for promoting grant funding programs and services for the City; grant requirements and regulations, including financial reporting requirements; public administration policies and procedures; structure, and organization of public sector agencies; principles and practices of budget development and implementation; modern office practices, methods and equipment, including a computer and applicable software.

**Ability to:**

Analyze administrative, operational and organizational problems; interpret the potential impact of grant requirements on City policies, departmental programs and services, and coordinate compliance; evaluate alternatives and reach sound conclusions; consult effectively with management and staff; identify private, state and federal funding sources; serve as a liaison between various public agencies; prepare complete and comprehensive funding applications; persuasively present City grant requests; prepare clear and concise administrative documents and reports; apply applicable laws, codes and regulations; manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules; communicate effectively in both oral and written form; writing concisely; interpreting and explaining complicated technical material in lay terms; exercise independent judgment, problem-solving and initiative with only basic policy-level direction, resulting in a finished work product; use a personal computer to prepare reports and maintain records on word processing and spreadsheet software; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, desktop publishing and other necessary software applications.

<b>Salary Range:</b>	Professional/Admin Varied Schedule
<b>FLSA:</b>	Exempt
<b>Employee Group:</b>	Admin Professional